

Cancellation Policy

By registering for any professional learning and development (PLD) with Te Rito Maioha, you are entering into an agreement with Te Rito Maioha that you will attend.

If you need to cancel your registration, you must notify Te Rito Maioha at least 5 working days prior to the date of the PLD (“cancellation period”).

If you notify cancellation within the cancellation period, we will refund your payment, less an administration charge of \$50 per registration transaction.

No refund will be given if notification of cancellation is received after the cancellation period or if no notice is received by Te Rito Maioha. There is no refund or credit for “no-shows” the day of the workshop.

You may arrange for another person to attend PLD in your place. Please notify us of the change of registration at least 24 hours before the workshop date.

Cancellations or changes to registration details must be made **in writing** and be emailed to: members@ecnz.ac.nz

Should your PLD session fail to attract a required minimum number of participants, Te Rito Maioha reserves the right to cancel it and will notify you of this cancellation no less than 5 working days before the PLD is scheduled to take place. In this situation, registered participants will receive a full refund of the PLD fees. Please note, however, that Te Rito Maioha will not accept responsibility for any other associated costs incurred by participants (such as travel and accommodation).

Effective from 8/08/2018 4.30pm